

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Administrative Services

FROM : Chief, Bldg. Maintenance and Utilities

DATE: 6 December 1951

SUBJECT: Report of Operations by the Building Maintenance and Utilities  
Division during the month of November, 1951.

## Volume:

A.	1. Requests for services on hand prior to November	23
	2. Requests on hand two months old or older	0
	3. Requests for services on hand 30 November	10
B.	Requests for services received in writing during Nov.	268
C.	Telephone calls received during November	2350
D.	1. Orders submitted to GSA charged to quarterly encumbrance.	211
	November allotment of quarterly encumbrance for alterations and installations. \$18,200.00	
	2. Special orders submitted to GSA not charged to quarterly encumbrance	29
	a. Renovations (6605) \$70,674.00	
	b. Renovations (Other) 4,105.00	
	\$74,779.00	
	3. Total incomplected orders submitted for services	287
	4. Orders submitted to GSA nonreimbursable (written and verbal)	320
	5. Routine inter-office memorandums written	23
	6. Routine inter-agency letters written	3
E.	1. Space moves during November	25
	2. Total personnel moved	530
	3. Equipment moves	22
	4. Man hours worked by GSA	2542
	5. Estimated cost	\$3,656.00
	November allotment of quarterly encumbrance for Laborers and Trucks	5,333.00
F.	Protective Service (GSA Guard Posts)	
	1. Reimbursable Posts	140
	2. Non-reimbursable Posts	34
	November allotment of quarterly encumbrance	\$61,489.00
G.	No monies paid to G.S.A. during November.	

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TRANSMITTAL SLIP		
12/1/27 DATE		
TO: <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px;"></span>		
BUILDING	ROOM NO.	
North	214	
REMARKS:		
<p>One of these copies should be forwarded to Fiscal.</p> <p>Note the number of unused branch lines please -!!</p> <p style="text-align: right;">Noted GHH</p>		
FROM: Herb		
BUILDING	ROOM NO.	EXTENSION
South	335	<span style="border: 1px solid black; display: inline-block; width: 50px; height: 20px;"></span>
FORM NO. 36-8 SEP 1946		

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Approved For Release 2003/02/27 : CIA-RDP54-00177A000100130073-9

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Building Maintenance and Utilities Div. DATE: 30 November 1951

FROM : Acting Chief, Telephone Branch

SUBJECT: Telephone Branch Monthly Report

1. Noted hereon are charges for services rendered by The Chesapeake and Potomac Telephone Companies and The American Telephone and Telegraph Company for the month of September 1951.

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Telephone Service Bill	\$17,673.27
Long Distance Bills	6,621.50
	781.05
T.T. Channels, L.L.'s, P.L.'s and TWX	1,539.08
Miscellaneous	174.82
	<u>\$26,789.72</u>

2. The following additional information is submitted for the month of September 1951:

- a. Total number and cost of outside local calls placed over switchboard,   
No. of calls - 105,033 Cost - \$3,678.16
- b. Non-recurring installation charges for station equipment --- \$1,338.00
- c. Recurring rental of new station equipment less value of station equipment disconnected - increase \$189.00
- d. Non-recurring move or relocation charges for station equipment already in use --- \$591.00

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3. Estimated Telephone Company premium overtime chargeable to this Agency for the month of November 1951.

Total Hours -- 129	Estimated Cost \$645.00
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4. Also, listed below are estimated amounts for services to be rendered during the month of December 1951.

Telephone Service Bill	\$18,000.00
Long Distance Bills	7,500.00
	1,200.00
T.T. Channels, L.L.'s, P.L.'s and TWX	2,000.00
Miscellaneous	300.00
	<u>\$29,000.00</u>

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5. A total of 85 requisitions for services were processed by this Branch during the month of November 1951. These included requests for moves, changes of equipment, additional equipment, termination of equipment, etc. There are 84 unused branch lines available for

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